



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 1500.68
OP-951B
15 MAY 1991

OPNAV INSTRUCTION 1500.68

From: Chief of Naval Operations

Subj: NAVAL RESERVE TRAINING POLICY, ORGANIZATION AND
RESPONSIBILITIES

Ref: (a) OPNAVINST 1001.21
(b) OPNAVINST 1500.8M (NOTAL)
(c) OPNAVINST 1500.51B (NOTAL)

1. **Purpose.** To set forth policy, delineate tasks and responsibilities and establish a framework for training the Naval Reserve.

2. **Background.** The Chief of Naval Operations (CNO) has established the Navy's overall training objectives, responsibilities and strategy. They are described in references (a) and (b).

a. The mission of the Navy is to "...be prepared to conduct prompt and sustained combat operations in support of U.S. national interests." Under Title 10, United States Code 262, the Naval Reserve shall provide trained units and qualified personnel in time of war, national emergency and at such other times as national security requires. Upon recall or mobilization, the Naval Selected Reserve (SELRES) will man ships and aircraft squadrons to validated personnel requirements, staff shore installations and fill other units, ashore and afloat, which require increased manpower in wartime.

b. The Naval Reserve shall be maintained at the highest state of readiness for utilization ranging from routine peacetime mutual support to full mobilization. SELRES attached to Naval Reserve units, squadrons and ships shall be required to meet the same qualifications as their active counterparts assigned to units with similar equipment, aircraft, tools or watchstations.

c. The Director of Naval Reserve (OP-095) establishes training policy, organizational structure and assigns responsibilities to maximize utilization of resources, cost-effectiveness and the highest possible level of readiness for assigned missions.

3. **Discussion.**

a. There are several constraints on Naval Reserve training which include the following: limited training time, facility limitations, location of personnel relative to gaining commands and training sites.



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b. The Naval Reserve must be responsive to the diverse training requirements from each of the warfare sponsors and several program sponsors.

c. Effective and efficient management of training is a primary goal of the Naval Reserve. This instruction delineates roles and responsibilities to ensure that all training requirements are addressed, a comprehensive training methodology is understood, and training resource requirements are systematically addressed in the funding process.

4. Scope. This instruction applies to all Naval Reserve programs.

5. Policy. Training policy within the Naval Reserve is established by CNO and various warfare and program sponsors. This policy includes requirements which affect, directly or indirectly, the management of Naval Reserve training. Detail is provided in references (a), (b) and (c). Broad policy goals are:

a. Reservists will be trained to meet mission requirements within the framework of the maritime element of national military strategy.

b. Each echelon of command is responsible for the assessment, quality, efficiency and cost-effectiveness of training toward the goal of providing the Navy and Naval Reserve with the best trained individuals and units possible.

c. The Navy Training Plan (NTP) is the principal document for identification of training, billets, personnel, military construction and training material support requirements to support the introduction and operational use of new developments as well as existing programs.

6. Objectives. The training objectives of the Naval Reserve provide specific focus and direction for Naval Reserve training programs:

a. The Naval Reserve will interface with the Navy Manpower, Personnel and Training (MPT) systems, Office of the Chief of Naval Operations (OPNAV) program/resource sponsors, Navy training support activities and naval education and training commands as part of the Navy Total Force training strategy.

b. Following the Total Force training strategy addressed in reference (c), the Naval Reserve will participate in all areas which involve determination or modification of training requirements including Naval Reserve MPT issues, the Weapons System Acquisition Process (WSAP), HARDMAN methodology, NTPs, Navy Enlisted/Officer Occupational Classification System (NEOCS/NOOCS) and the Fleet Modernization Program (FMP).

c. The Naval Reserve will utilize a flexible menu of training methodologies to achieve the most efficient scheduling of individual Reservist training in the most cost-effective manner.

d. The Naval Reserve will participate in all appropriate assessment and appraisal areas involving training and training systems to ensure that Naval Reserve training meets all technical, educational and delivery standards of Total Force Navy doctrine. A comprehensive program will exist at all levels of command to measure performance against known standards, identify areas of non-compliance and, as appropriate, accomplish corrective action.

e. The Naval Reserve will participate in the Navy Training Plan Process. Naval Reserve unique NTPs will be developed and maintained current as required by reference (b).

f. Unique Reserve NTPs will identify resource requirements and will be a basis for the development of Program Objectives Memorandum (POM) issues.

g. MPT and support deficiencies which degrade training readiness will be identified and reported to CNO (OP-095) via the chain of command. Unfunded requirements which cause a degradation of training readiness will be systematically identified, prioritized and included in the POM process, as required by reference (b).

7. Responsibilities. The successful achievement of Naval Reserve training objectives is dependent upon integration and coordination of roles and functions of many participants. The following responsibilities are assigned for the development and execution of Naval Reserve training:

a. Director of Naval Reserve (OP-095) will:

(1) Provide training policy, direction and control of the Naval Reserve in establishing training plans, programs and standards consistent with fleet and resource sponsor requirements.

(2) Establish goals and objectives, providing focus and direction for the Naval Reserve.

(3) Provide continuous assessment of Naval Reserve training.

(4) Review tasking of the Naval Reserve Force for achievability and appropriateness.

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(5) Interface with the various OPNAV program/resource sponsors in mission definition, requirements identification and resource support.

(6) Prioritize POM and budget issues to meet training requirements and resource deficiencies and provide inputs to program/resource sponsors.

(7) As the program sponsor, direct the development and life-cycle maintenance of Naval Reserve NTPs.

b. Commander, Naval Reserve Force (COMNAVRESFOR) shall:

(1) Perform all applicable responsibilities of Training Agent (TA) as defined in reference (b) for designated Naval Reserve training programs.

(2) Oversee the development and execution of Commander, Naval Air Reserve Force (COMNAVAIRESFOR) and Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR) training goals and objectives.

(3) Direct COMNAVAIRESFOR/COMNAVSURFRESFOR to develop specific directives delineating and implementing the policy of this instruction.

(4) Direct COMNAVAIRESFOR/COMNAVSURFRESFOR to execute training of the Naval Reserve through management of training resources so as to meet OPNAV training requirements delineated in NTPs.

(5) Monitor Naval Reserve training readiness. Ensure the Force is trained to training requirements and standards for Naval Reserve mobilization as established by the Fleet Commander-in-Chief (FLTCINC).

(6) Support Naval Reserve training through the planning, programming and budgeting process.

(7) Monitor Naval Reserve programmed funding in the Future Years Defense Program (FYDP).

(8) Consolidate resource shortfalls from COMNAVAIRESFOR and COMNAVSURFRESFOR and appraise impact on attainment of training and readiness goals. Prioritize for POM input.

(9) Develop and manage a training feedback/evaluation program which will identify training problems, determine corrective action, monitor progress and provide a vehicle for field reporting/input.

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(10) Implement procedures for systematic measurement of individual professional and mobilization billet knowledge and skill level.

(11) Consolidate and validate the annual COMNAVAIRESFOR and COMNAVSURFRESFOR formal school plans and the out-year (5 year) schedules. Provide the NEC "C" school plan to CNO (OP-11) and non-NEC "C" and "F" school plans to the Chief of Naval Education and Training (CNET) with copies to CNO (OP-095 and program sponsors).

(12) Assist CNO (OP-095) with training assessment of Surface Reserve Force (COMNAVSURFRESFOR) training goals and objectives.

(13) Oversee the development, delivery, installation and life-cycle support of training devices, simulators, curricula and technical training equipment (TTE) to meet training requirements identified in NTPs or as directed by higher authority.

(14) Ensure that facilities are maintained/modified or constructed to support training requirements as specified in NTPs.

(15) Monitor the execution of NTPs by COMNAVAIRESFOR and COMNAVSURFRESFOR. Provide recommendations for mid-year review and reprogramming as needed in execution of NTPs.

c. COMNAVSURFRESFOR and COMNAVAIRESFOR shall:

(1) Perform all applicable responsibilities of Training Support Agent (TSA) as defined in reference (b) for the designated Naval Reserve training programs.

(2) Establish annual training goals and objectives and issue implementation milestones to subordinate field commanders.

(3) Manage available training resources to meet training objectives.

(4) Assign manpower and personnel to meet training requirements.

(5) Administer training funds for Annual Training (AT), Inactive Duty Travel Training (IDTT) and Active Duty Training (ADT) to achieve individual and unit readiness objectives.

(6) Monitor readiness and implement corrective action, when required. Measure professional and mobilization billet knowledge and skill.

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(7) Ensure that Reserve Billet Training Plans (RBTPs) and Reserve Training Track (R-Tracks) are maintained current and reflect approved NTP requirements.

(8) Manage the development, update and implementation of NTPs. Develop NTP execution plans to achieve the goals and objectives established by CNO sponsors and report resource shortfalls to COMNAVRESFOR.

(9) Communicate impaired training capability status on curricula, training aids, training devices, TTE, training personnel and facilities to COMNAVRESFOR for appropriate action.

(10) Plan, program, schedule and manage current training requirements including formal school courses, Reserve courses, IDTT and exercise quotas.

(a) Develop and maintain current an annual, and a five year plan for school quota requirements and forward to COMNAVRESFOR for action. Interface with Total Force training and education databases, including Navy Integrated Training Resources and Administration System (NITRAS).

(b) Allocate school quotas to Naval Reserve readiness commands, construction regiments, naval air stations, facilities and other Naval Air Reserve activities responsible for managing the utilization of school quotas.

(c) Ensure that training resources are fully used to meet NTP planned training or identified training needs.

(11) Coordinate with COMNAVRESFOR/CNET/Principal Development Activities, as appropriate, for the development, delivery, installation and life-cycle support of training devices, simulators, curricula and TTE to meet training requirements identified in current NTPs. Ensure that the training equipment and simulators are maintained in proper configuration to support operational requirements and that the training software is technically current.

(12) Submit planning, programming and budgeting training requirements, as appropriate, to support Naval Reserve training initiatives. Prepare and submit POM, mid-year review and reprogramming requests to COMNAVRESFOR to meet identified resource shortfalls.

8. Action. Addressees will take the necessary action to ensure that Naval Reserve training is conducted in accordance with the

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basic policies of this instruction. Addressees will ensure wide distribution to subordinate activities.



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Director of Naval Reserve

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